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ABSTRACT

The two quinmester credit course introduces the student to the knowledge and skills of effective dining room services. Course content includes goals, specific objectives, orientation, food service sales personnel, selling in food service, dining room arrangement as related to personnel, and setting the dining table. Areas also studied are effective table service, types of food service units, accommodating guests, the unusual customer, and banquet and buffet service. A prerequisite for this course is mastery of the skills covered in "Food Service Equipment Specialty." Appendixes contain a bibliography, posttest, selection and setting charts, food service vocabulary, menu samples, suggestions for a limited diet, and a sample resume. (NH)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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Course Outline

COMMERCIAL COOKING AND BAKING - 9193
(Food Service With a Flair)

Department 48 - Quin 9193.12

CE003414

DADE COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION • 1974

ED 098335

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Course Outline

COMMERCIAL COOKING AND BAKING - 9193
(Food Service With a Flair)

Department 48 - Ouin 9193.12

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PREFACE

This quinmester course has been prepared as a guide to introduce the student to the knowledge and skills of effective dining room services in a fast growing industry.

After a three weeks training session in classroom activities, the student is exposed to further training by the actual serving of guests during the lunch hour in the dining room of a food training laboratory.

Upon completion of this quinmester course the student will be able to display good work habits, proper table service, an understanding of dining room techniques, customer relations and job requirements.

The course is 135 hours in length & consists of eleven major blocks of instruction which are subdivided into several units each. Block twelve includes the posttest.

Emphasis will be placed on gaining information in and knowledge of table setting, table service and sales personnel job requirements.

The classroom instruction includes lectures, group discussions, guest consultants demonstrations, audio-visuals, individual assignments and on-the-job-training. The instruction is further developed by the use of manuals, information sheets and textbooks.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee, and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

Course Description

9193	48	9193.12	Food Service with a Flair
State Category Number	County Dept. Number	County Course Number	Course Title

This quinmester course provides an opportunity for the student to develop good work habits, both mental and physical. Waiter-waitress service, tray service, arm service, dining room arrangement and its relationship to personnel, employee customer relations and personal hygiene and grooming are covered. This is a two quinmester credit course.

Indicators of success: Prior to entry into this course the vocational student will display mastery of the skills indicated in Food Service Equipment Specialty (9193.11).

Clock Hours: 135

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with Suggested Hourly Breakdown

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GOALS

The food service student must be able to:

1. Exhibit the ability to practice and maintain high standards of personal hygiene and sanitary work habits.

2. Explain the functions of service and self-service units and describe the type of services provided.

3. Apply knowledge of table setting and table service used in a commercial food service establishment.

4. Describe duties and responsibilities of dining room personnel.

5. Explain the importance of teamwork between dining room and kitchen personnel.

6. Demonstrate an understanding of menu terms and their purposes.

7. Explain principles of dealing with unusual customers if the need arises.

8. Describe the techniques of buffet and banquet services.

9. Develop an appreciation for the training provided food service students.

10. Demonstrate the knowledge acquired by successfully completing the posttest.

SPECIFIC BLOCK OBJECTIVES

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BLOCK I - ORIENTATION

The student must be able to:

1. Discuss the origin and purpose of the first public food service operation.
2. Demonstrate an understanding of good grooming and personal hygiene.
3. Describe the proper attire for waiters and waitresses.
4. List and define two certificates required for food service personnel.
5. Display a knowledge of sanitation and safety practices.
6. Explain in detail the important factors involved in "meeting the manager's expectations."
7. Explain to the class four desirable qualities sales personnel should have to be efficient workers.
8. Explain the role of each department of a food service operation and how its function affects the total operation.
9. Demonstrate a sense of responsibility by cooperating with fellow workers.
10. Develop personality traits which are desirable for food service personnel.

BLOCK II - FOOD SERVICE SALES PERSONNEL

The student must be able to:

1. Describe the basic layout of a food service operation explaining the "Front of the House" and the "Back of the House."
2. Explain the titles and duties of the kitchen personnel.
3. Perform basic cashiering duties, including the preparation of reports and bank deposits.
4. Demonstrate the ability to analyze and take action on guests' complaints.
5. Display a knowledge of eliminating noise in the dining room and kitchen.
6. Demonstrate an understanding of menu terms listed in Food Service vocabulary.
7. Perform the basic duties of all dining room personnel.
8. Discuss the "Services and Policies of the House" which provide for guests' comfort and convenience.
9. Display an understanding of menu items, prices, and substitutes.
10. Demonstrate an understanding of developing good work habits, both mental and physical.

BLOCK III - SELLING IN FOOD SERVICE

The student must be able to:

1. List and define the U.S. grades of meat that will appear on the menu.
2. Describe the types of wines and the foods they accompany.

BLOCK III - SELLING IN FOOD SERVICE (continued)

3. Demonstrate the ability to suggest substitutes on the menu.
4. Discuss four important factors that promote sales.
5. Demonstrate the ability to stimulate the customer's imagination by using descriptive terms.
6. Learn terms used in describing the various meats served in the restaurant.

BLOCK IV - DINING ROOM ARRANGEMENT AS RELATED TO PERSONNEL

The student must be able to:

1. Demonstrate an understanding of a dining room layout regarding tables and chairs.
2. Display a knowledge of side jobs and rotation of side jobs according to house policy.
3. Describe the types and uses of sideboards.
4. Exhibit the ability to equip the sideboard using proper arrangements for quick service.
5. Discuss assignment of stations to waiters and waitresses.

BLOCK V - SETTING THE DINING ROOM TABLE

The student must be able to:

1. Describe the types of coverings used for setting a dining room table for breakfast, luncheon and dinner.
2. Exhibit the ability to use correct china, glassware and flatware for every occasion.
3. Demonstrate an understanding of standard cover preparation.
4. Display a knowledge of placing accessories on dining room tables.
5. Perform a skit in which members of the class demonstrate correct table services.
6. Use the proper techniques for serving the guest's food and beverages.
7. Identify the various types of serving dishes and utensils.

BLOCK VI - EFFECTIVE TABLE SERVICE

The student must be able to:

1. Demonstrate the ability to use techniques of carrying loaded trays.
2. Use techniques of stacking the arm when using arm service.
3. Display a knowledge of cafeteria line services and counter service.
4. Describe the desirable characteristics and responsibilities of a counter salesperson, a cafeteria salesperson and the drive-in salesperson.
5. Explain the duties of the food checker in a cafeteria.
6. Adapt readily to different types of customers while making special effort to please.
7. Handle food and supplies so there will be no unnecessary waste.
8. Perform a skit acting out rules for serving dinner.

BLOCK VII - TYPES OF FOOD SERVICE UNITS

The student must be able to:

1. Define and give examples of a service unit.
2. Define and give examples of a self-service unit.
3. Demonstrate an understanding of displaying and packaging specialty items to sell.
4. Be versatile in preparing special accomodations for banquets, special parties and group meetings.
5. Explain in detail the "Coffee Break Service."
6. Describe the special training required for catering service.

BLOCK VIII - ACCOMODATING GUESTS

The student must be able to:

1. Exhibit the ability to use the proper procedures for receiving and seating the guests.
2. Demonstrate an understanding of sales psychology when taking the guest's order by speaking softly, making suggestions and answering questions.
3. Use special techniques in writing up the guest's order, such as abbreviations, guest's location at table, and menu sequence.
4. Describe method of placing and securing orders in the kitchen.
5. Demonstrate an understanding of preparation and presentation of guest's check.
6. Express appreciation to guest for patronage.

BLOCK IX - THE UNUSUAL CUSTOMER

The student must be able to:

1. Demonstrate an understanding of meeting the needs of the handicapped customer.
2. Be helpful but not too eager.
3. Assist the blind customer by reading the menu and provide a seat out of lanes of traffic.
4. Present a child's menu for children in a family and provide appropriate chair.
5. Give V.I.P. treatment to difficult customer.

BLOCK X - BANQUET SERVICE

The student must be able to:

1. Discuss the importance of rapid food service for a banquet.
2. Exhibit the ability to arrange and garnish food on service plate.
3. Explain the necessity of cooperation of food servers in serving a banquet.
4. Prepare a list of equipment needed for serving hot and cold foods at a banquet.
5. Demonstrate an understanding of sequence of service during a banquet.
6. Explain the special accompaniments of courses placed on table before service begins.

BLOCK XI - BUFFET SERVICE

The student must be able to:

1. Exhibit the ability to arrange foods on the buffet table to make display items attractive.
2. Develop a knowledge of building a buffet around a theme for the occasion.
3. Prepare fruit and vegetable carvings for display.
4. Plan and write a festive menu for a special occasion buffet dinner.
5. Explain the purpose of placing dessert table away from other foods during a buffet dinner.
6. Discuss the use of Chaud Froid on display items for buffet.
7. Explain the effective use of ice carvings on the buffet table.
8. Prepare a variety of canapes and hors d'oeuvres.

Course Outline

COMMERCIAL COOKING AND BAKING - 9193
(Food Service With a Flair)

Department 48 - Quin 9193.12

I. ORIENTATION

A. History and Background of Food Service Industry
   1. Purpose of first public food service operation
   2. Public trust for good nutrition
   3. Gainful employment and career opportunities

B. Job Requirements
   1. Some knowledge of the restaurant industry
   2. Harmonious relationships with co-workers
   3. Suitable personality traits
   4. Favorable attitudes toward work

C. Personal Hygiene
   1. Factors involved in personal hygiene
      a. Nutrition - balanced diet
      b. Exercise
      c. Rest
      d. Skin care
      e. Baths and their purposes
      f. Deodorants
      g. Nail care
      h. Hair care
   2. Clothing
      a. Undergarments
      b. Laundering
      c. Fit - Neatness
   3. Spread of diseases
      a. Sneezing
      b. Coughing
      c. Cuts, if infected
      d. Flies

D. Essentials of Good Grooming
   1. Hair styling
      a. Clean, glossy, well-combed
      b. Attractively arranged
      c. Hair nets or waitress caps
   2. Personal appearance
      a. Cleanliness
      b. Moderate amount of make-up
      c. Pleasant breath

E. Personality, Poise and Proper Attire
   1. Ability to work with others
   2. Graciousness
   3. Meeting and greeting the public
   4. Good posture
      a. Head erect
      b. Back straight
      c. Standing and sitting tall
      d. Abdomen straight
      e. Ability to smile
   5. Proper Attire
      a. Uniform (decided by management)
      b. Comfortable shoes for support

F. Services and Policies of the House
   1. Banquet facilities
   2. Available catering for special functions
   3. Special banquet menus
   4. Parking facilities
   5. Wine list
   6. Hours of service
   7. Rest rooms
   8. Telephone service
   9. Cocktail lounge

G. Food Sanitation
   1. In-service training in food handling
   2. Food borne diseases
   3. Personal health habits
   4. Disposal of waste
   5. Ware washing

H. Meeting the Manager's Expectations
   1. Willingness to take directions
   2. Dependability
   3. Loyalty
   4. Honestly
   5. Initiative
   6. Capability

II. FOOD SERVICE SALES PERSONNEL

A. Classifications - Duties and Responsibilities
   1. Hostess or Maitre d' hotel
      a. Inspecting dining room
      b. Scheduling and supervising service staff
      c. Receiving guests
      d. Servicing guests (in emergency)
      e. Handling guests' complaints
      f. Clerical duties
      g. Keeping records of lost and found items

II. FOOD SERVICE SALES PERSONNEL (Contd.)

2. Cashier
   a. Prepare schedule for various shifts
   b. Count and package change
   c. Prepare bank deposits
   d. Prepare records and reports
   e. Cashier and guest's rapport
   f. Work and safety precautions
3. Waiter and Waitress
   a. Approach customer promptly
   b. Assist customer in ordering
   c. Take order accurately
   d. Write order legibly
   e. Place order in kitchen
   f. Secure food from kitchen
   g. Serve food properly and promptly
   h. Observe customer, fulfill additional requests
   i. Clear table of soiled dishes
   j. Inquire as to additional wants
   k. Present check at proper time, in correct manner
   l. Acknowledge patronage with cordial "thank you" and an invitation to return
   m. Help customer with personal belongings
   n. Supplementary jobs determined by House Policy
      (1) Polish silver
      (2) Fill sugar bowls
      (3) Fill salt and pepper
      (4) Fold napkins
      (5) Cut pies and cakes
      (6) Replenish condiments
      (7) Arrange flowers
      (8) Wash counters and table tops
      (9) Make coffee
      (10) Make toast
      (11) Equip and care for sideboard
      (12) Count and sort linens

4. Bus boy or girl
   a. Techniques of replenishing service items
      (1) Ice
      (2) Butter
      (3) Rolls
      (4) Condiments
   b. Work and safety precautions
   c. Techniques of cleaning
      (1) Light sweeping
      (2) Dusting
      (3) Venitian blinds
   d. Techniques of setting up tables
      (1) Handling dishes and wares
      (2) Handling service items
      (3) Linens
   e. Personal hygiene and sanitary practices
   f. Techniques for clearing tables and disposal of food

5. Food checker
    a. Preparation of work schedule
        (1) Full time
        (2) Part time
        (3) Split shift.
    b. Operational duties
        (1) Food checking
        (2) Techniques of pricing food
        (3) Records and reports
        (4) Preparing chef's bulletin board
6. Counter personnel
    a. Techniques of dishing food
        (1) Plate service
        (2) Side dish service
    b. Practicing portion control
    c. Rapid movement
    d. Clean serving counter

B. Job Knowledge
1. Interest in learning
    a. Serving customers efficiently
    b. Preparation of new foods
    c. Meaning of unfamiliar terms
    d. Pronouncing unfamiliar terms
2. Learning flow of traffic in dining room and kitchen
3. Know storage of various items and how to obtain them
4. House Policy on substitutes

C. Kitchen Personnel
1. Head Chef (Executive Chef, Chief Steward, Chef-or Working chef)
    a. Complete charge of kitchen and food preparation
        (1) Organizing work schedules
        (2) Calculating food and labor cost
        (3) Planning menus
    b. Assistants
        (1) Sous chef
        (2) Second cook
        (3) Night chef
        (4) Swing cook
        (5) Fry cook
        (6) Broiler cook
        (7) Soup cook
        (8) Garde-manger (cold meat man)
        (9) Banquet chef
            (a) Party food preparations
            (b) Special function food service
2. Breakfast cook
    a. Breakfast orders
    b. Hot cereals
    c. Fry station - fry cook for lunch business
3. Butcher
    a. Responsibilities
        (1) Boning
        (2) Meat cutting
        (3) Preparing all by-products
    b. Fish and poultry items

II. FOOD SERVICE SALES PERSONNEL (Contd.)

4. Pastry Chef
   a. Supervises pastry department
   b. Dessert menus
   c. Scheduling work performed in pastry department
   d. Under direct supervision of executive chef
5. Baker
   a. Bread and roll preparation
   b. Under direct supervision of pastry chef
6. Cook's Helper
   a. Assists in food preparations
   b. Assists in plate service
   c. Cleans shrimp
   d. Sets up relish trays
   e. Cleans and prepares fruits and vegetables
   f. Strains soup stocks

D. Advancement on the Job
   1. Good food service background
   2. Knowledge of food service, food cost and trade conditions
   3. In-service training
   4. Coping with job problems
   5. Continuous training
   6. Display acceptable behavior

III. SELLING IN FOOD SERVICE

A. Stimulate Customer's Imagination
   1. Suggest menu items that will give satisfaction and increase sales
   2. Use artistic ability in garnishing and decorating foods
   3. Arrange foods appetizingly on plates
   4. Serve appetizers that stimulate the appetite

B. Descriptive Terminology
   1. Preparation method
   2. Condition
   3. Primary source
   4. Original varieties

C. Knowledge of Product
   1. Grades
   2. Classification
   3. Meat cuts
   4. Terms used

D. Suggest Accompaniments
   1. Cocktails before dinner
   2. Wines with dinner
   3. After dinner cordials

E. Available Take-Out Items
   1. Specialty items for family use
   2. Counter displays for take-out items

IV. DINING ROOM ARRANGEMENT AS RELATED TO PERSONNEL

A. Station Assignments
   1. Dining room layout
   2. Deuces (tables for two)
   3. All "fours" point to point
   4. Waiters' and Waitresses' assigned tables
   5. Tables numbered

B. Supplementary Jobs
   1. Side jobs
      a. Types
      b. Rotation
   2. Placement of tray stand

C. Uses of Sideboard
   1. Equipping sideboard
      a. Linen storage
      b. Side towels
      c. Silverware storage
      d. Water spitchers
      e. Ice bowls
      f. Butter chips
   2. Other equipment on top of sideboard
      a. Water glasses
      b. Butter plates
      c. Finger bowls
      d. Extra service plates

V. SETTING THE DINING ROOM TABLE

A. Techniques of Linen Placement
   1. Pad
   2. Tablecloth
   3. Table top
   4. Linen
      a. Types
      b. Material used
      c. Where stored
      d. Sizing techniques
      e. Functions

B. Arrangement of Standard Cover
   1. Placement of silver
   2. Placement of china and glassware
   3. Placement of accessories
   4. Exact position of cover

V. SETTING THE DINING ROOM TABLE (Contd.)

C. Centerpiece and Accessories
   1. Base for centerpiece
   2. Flowers or decorative piece
   3. Candlestick holders
   4. Decorative and colorful candles

VI. EFFECTIVE TABLE SERVICE

A. Types of Service
   1. English
   2. Russian
   3. Buffet
   4. American

B. Methods and Techniques Used in Each Type

C. Proper Place Setting

D. Serving Procedures
   1. Greeting guests
   2. Preseting the menu
   3. Serving glass of water
   4. Placing tray of rolls with butter on bread and butter plate
   5. Taking the order
   6. Serving food from left - removing from left with left hand
   7. Serving beverages from right - removing from the right with right hand
   8. Serving courses in sequence allowing enough time between
   9. Removing dessert dishes
   10. Presenting check
   11. Expressing appreciation for patronage
   12. Inviting guests to return

E. Tray Service Techniques
   1. Loading tray
   2. Carrying loaded tray
   3. Sizes and shapes of trays
   4. Purpose and use of tray stands
   5. Posture and walk while carrying loaded trays
   6. Safety precautions

F. Arm Service Techniques
   1. Purpose
   2. Stacking arm
   3. Importance of right posture and walk
   4. Work and safety precautions

G. Clearing the Table
   1. Articles to be removed
   2. Articles to be left
   3. Articles to be replaced
   4. House rule regarding food disposal
   5. Storage of perishables

H. Loading the Tray
   1. Techniques for loading the tray
   2. Balance
   3. Final check
   4. Carrying tray on left hand
   5. Opening swinging door with right hand
   6. Placing tray on tray stand

VII. TYPES OF FOOD SERVICE UNITS

A. Self-Service
   1. Cafeteria
   2. Buffet
   3. Take-out service

B. Service Units
   1. Table
   2. Counter
   3. Combination table and counter
   4. Tray

VIII. ACCOMODATING GUESTS

A. Greeting and Seating
   1. Approaching customer promptly
   2. Escorting to a table
   3. Seating
   4. Presenting menu
   5. Serving water, bread, and butter

B. Taking Order
   1. Giving assistance if needed
   2. Double checking for accuracy

C. Writing the Order
   1. Logical and legible
   2. Correct information on top of check
      a. Date
      b. Table number
      c. Number guests served
   3. Order of sequence

D. Securing Food
   1. Timing order in kitchen
   2. Hot items to be hot
   3. Cold items to be cold
   4. Check order for correct items

E. Serving Food
   1. Food from left with left hand
   2. Beverage from right with right hand
   3. Serving courses in sequence

F. Observing the Customer
   1. Developing an inquiring glance
   2. Keeping water glass full
   3. Keeping bread and butter on table
   4. Never keeping customer waiting

G. Preparing and Presenting the Check
   1. Calculating totals and taxes
   2. Checking for accuracy
   3. Presenting check after last course
   4. Placing check face down
   5. Inquiring about customer's satisfaction
   6. Expressing thanks for patronage

IX. THE UNUSUAL CUSTOMER

A. The Physically Handicapped
   1. Seating as soon as possible
   2. Seating prudently

B. The Dieter
   1. Make suggestions of items on menu
   2. Checking with management for substitutions

C. The Blind Customer
   1. Never assuming "over-helpful" attitude
   2. Reading menu
   3. Remaining close by to provide assistance

D. The Difficult Customer
   1. The V.I.P. treatment
   2. Guarding against familiarity
   3. Smiling and looking pleasant

X. BANQUET SERVICE

A. Techniques for Rapid Services
   1. Serving large groups in minimum time
   2. Dealing with patrons' complaints during serving period
   3. Keeping noise at low level
   4. Special equipment for banquet service

B. House Policy for Serving Guests
   1. Necessity of cooperation
   2. Placing special accompaniments on tables
   3. Arrangements of tables

C. Sequence of Service
   1. Receiving orders from kitchen for large number of guests
   2. House Policy on beginning point of service and ending point
   3. Service at guest table, if any

XI. BUFFET SERVICE

A. Adaptable to All Occasions
   1. Breakfast
   2. Luncheon
   3. Dinner
   4. Late supper
   5. Formal
   6. Informal

B. Skills and Techniques of Decorating Food Items
   1. Fruit and vegetable carvings
   2. Chaud Froid Coating
   3. The effective use of garnishes
   4. Jellied molds for display items

C. Positioning Food on Table
   1. Presenting foods on different levels
   2. Use of risers
   3. Giving special flair to simple menus

D. The Dessert Table
   1. Purpose
   2. Frozen desserts
   3. Festive dessert items
   4. Displays and garnishes for dessert table

E. Ice Carving
   1. A vanishing art
   2. To highlight festive occasion
   3. Used to hold bowls of food or drink
   4. Tools
      a. Ice tongs
      b. Six-prong ice shaver
      c. Coarse-tooth saw
      d. Yard stick

XII. QUINMESTER POSTTEST

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APPENDIX

Quinmester Posttest Sample

QUINMESTER POSTTEST I

Name _____ Date _____ Score _____

True - False Test Items

Each of the following statements is either true or false. Write the correct word denoting your answer in the space provided.

____ 1. The term restaurant was first used in paris in 1765.

____ 2. The restaurant industry ranks fourth in the nation.

____ 3. In-service training was designed to help food sales personnel render more efficient service.

____ 4. Careless handling of foods and utensils contributesto the spread of diseases.

____ 5. A health certificate is not required for food sales personnel.

____ 6. The United States Department of Agriculture is not responsible for meat grading.

____ 7. Display items created for buffet tables should have eye-appeal.

____ 8. The food salesperson should adapt readily to all types of customers.

____ 9. The salesperson employed in a cafeteria differs in many respects from the dining room salesperson.

____ 10. The salesperson should know the prices of all food items listed on the menu.

QUINMESTER POSTTEST II

Name _____ Date _____ Score _____

Completion Test Items

Write answers in spaces provided.

1. Two certificates required for food service personnel are:

   a. _____ b. _____

2. Three important factors involved in personal hygiene are:

   a. _____ b. _____ c. _____

3. Meeting the manager's expectations emphasize the following traits.

   a. _____ b. _____ c. _____

   d. _____ e. _____ f. _____

   g. _____

4. The two types of restaurants are:

   a. _____ b. _____

5. Two classifications of self-service restaurants are:

   a. _____ b. _____

6. Three accessories for the dining room table are:

   a. _____ b. _____ c. _____

7. When the customer leaves, the salesperson should perform the duties of:

   a. _____ b. _____ c. _____

8. Five desirable characteristis of counter and cafeteria salespersons are:

   a. _____ b. _____ c. _____

   d. _____ e. _____

QUINMESTER POSTTEST III

Name _____ Date _____ Score _____

Oral Test

Each question will be asked orally by the instructor. The responses will be evaluated in terms of the printed answer. (Key)

1. Explain the definition of a cover.
2. Explain the sequence of service for a luncheon.
3. Explain the term a la carte.
4. Define the term carte du jour.
5. Define the term Table d' hote.
6. Name six specific purposes of the menu.
7. Name the tool requirement for an ice carving.
8. Describe four types of "unusual customers."

QUINMESTER POSTTEST IV

Name _____ Date _____ Score _____

Multiple Choice

Write the letter of your choice in the blank space provided.

___ 1. Which of the following personnel is in complete charge of the kitchen?

a. Executive Chef b. Sous Chef c. Pastry Chef

___ 2. Which of the following is a self-service type restaurant?

a. Tearoom b. Coffee Shop c. Cafeteria

___ 3. Which one of the following terms is a U.S.D.A. meat grade?

a. Ham b. Prime c. Loin

___ 4. When setting the table a cover should occupy a space of:

a. 12 x 15 inches b. 24 x 15 inches c. 30 x 15 inches

___ 5. Which of the following is the most leisurely meal of the day?

a. Dinner b. Lunch c. Breakfast

___ 6. The check should be presented to the customer:

a. Mid-way the salad course
b. After meal has been completed
c. After customer has been served

___ 7. When clearing the table after a course, dishes should be removed from:

a. The left b. The right c. Either side

___ 8. Approval for substitutions on the menu should be the responsibility of the:

a. Waiter or Waitress b. Cashier c. Hostess or maitre d'hotel

QUINMESTER POSTTEST V

Name _____ Date _____ Score _____

Matching Test

The words and phrases in the left hand column are significant in connection with an expression in the right-hand column. Match them correctly with letter in space provided.

____	1. English Service	a.	Self-service type restaurant
____	2. Capers	b.	Italian first course
____	3. Antipasto	c.	Special of the day
____	4. Prime	d.	Fixed price for entire meal
____	5. Carte du jour	e.	Main course
____	6. Table d'hote	f.	White gelatine coating
____	7. Platter Service	g.	Rules that govern the operation
____	8. Smorgasbord	h.	Host service
____	9. Entree	i.	Charm
____	10. Chaud Froid	j.	Best grade of meat
____	11. Personality	k.	In charge of cold meat department
____	12. Dining Room	l.	Young berries
____	13. Flambe	m.	Cubes of toasted bread served with soup
____	14. Cafeteria	n.	Buffet service
____	15. House Policy	o.	In complete charge of kitchen
____	16. Garde-Manger	p.	Coffee served with hot cream
____	17. Brochette	q.	Meat broiled on a skewer
____	18. Croutons	r.	French service
____	19. Cafe au Lait	s.	Service type restaurant
____	20. Executive Chef	t.	Flaming dessert

ANSWER KEY TO QUINMESTER POSTTEST I

True - False

1. True
2. False
3. True
4. True
5. False
6. False
7. True
8. True
9. True
10. True

ANSWER KEY TO QUINMESTER POSTTEST II

Completion Test

1. a. Food Handler's Certificate b. Health Certificate
2. a. Proper nutrition b. Exercise c. Cleanliness
3. a. Interest b. Initiative c. Capability
   d. Willingness to work e. Loyalty f. Honesty
   g. Dependability
4. a. Service b. Self-service
5. a. Cafeteria b. Buffet
6. a. Centerpiece b. Salt and peper c. Ash tray
7. a. Clearing the table
   b. Replacing soiled linen
   c. Arranging chairs for next guests
8. a. Neatness
   b. Poise
   c. Manner
   d. Speed
   e. Appearance

ANSWER KEY TO QUINMESTER POSTTEST III

Oral Test

1. A place setting or arrangement for a guest.
2. Place water, butter and bread product on table.
3. Menu items that are priced separately.
4. The daily special.
5. The entire meal listed on the menu at a fixed price.
6. a. To describe dishes.
   b. To stimulate appetite.
   c. To indicate quality.
   d. To indicate famous places.
   e. To make food sound attractive.
   f. To make food sound interesting.
7. a. Ice pick
   b. Six prong ice shaver
   c. Coarse-tooth saw
   d. Yardstick
8. a. The difficult customer
   b. The handicapped
   c. The dieter
   d. The blind

ANSWER KEY TO QUINMESTER POSTTEST IV

Multiple Choice Test Key

1. a
2. c
3. b
4. b
5. a
6. b
7. a
8. c

ANSWER KEY TO QUINMESTER POSTTEST V

Matching Test Key

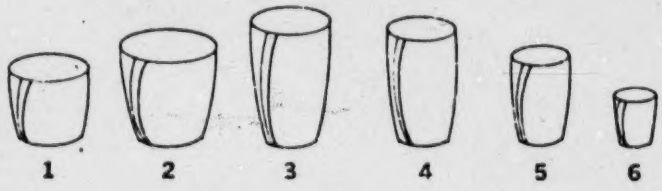
1. h
2. l
3. b
4. j
5. c
6. d
7. r
8. n
9. e
10. f
11. i
12. s
13. t
14. a
15. g
16. k
17. q
18. m
19. p
20. o

GLASSWARE CHART

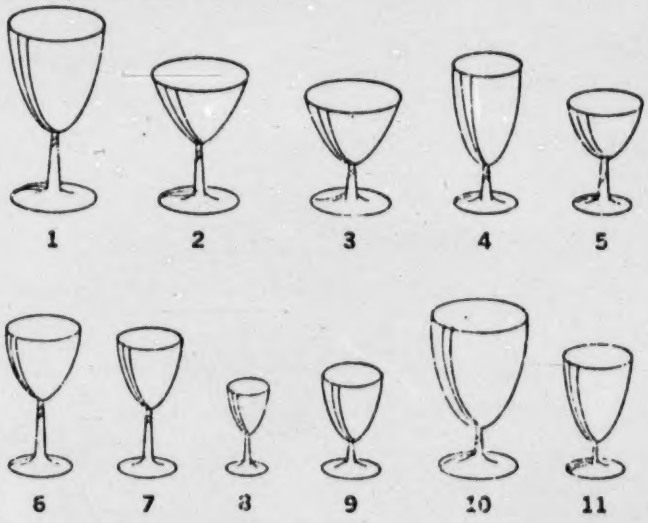
There are many tools available for the preparing of mixed drinks. An adequate bar set should consist of an ice bucket, tongs, corkscrew, shaker-strainer, shot glass, ice crusher, shaker, pitcher, stirring rod or spoon, measuring spoons, and cutting board and knife.

For the best results in mixing the cocktail, follow your recipes exactly as written using fresh fruit juices and peels, chilled or frosted glasses, shaved or chopped ice, and the right size and shape glass whenever called for.

Equivalents: 1 dash = 1/6 teaspoon; 1 teaspoon = ⅛ ounce; 1 tablespoon = ½ ounce; 1 pony = 1 ounce; 1 jigger = 1½ ounces; 8 ounces = 1 cup.
Servings: 1 pint = 16 ounces = 8 to 10 servings; 1 fifth = 25.6 ounces = 12 to 16 servings; 1 quart = 32 ounces = 16 to 20 servings; 1 bottle wine = 25.6 ounces = 4 to 8 servings; 1 split champagne or wine = 6.4 ounces = 2 servings; 1 half bottle = 12.8 ounces = 4-5 servings; 1 quart champagne = 26 ounces = 6 to 8 servings.

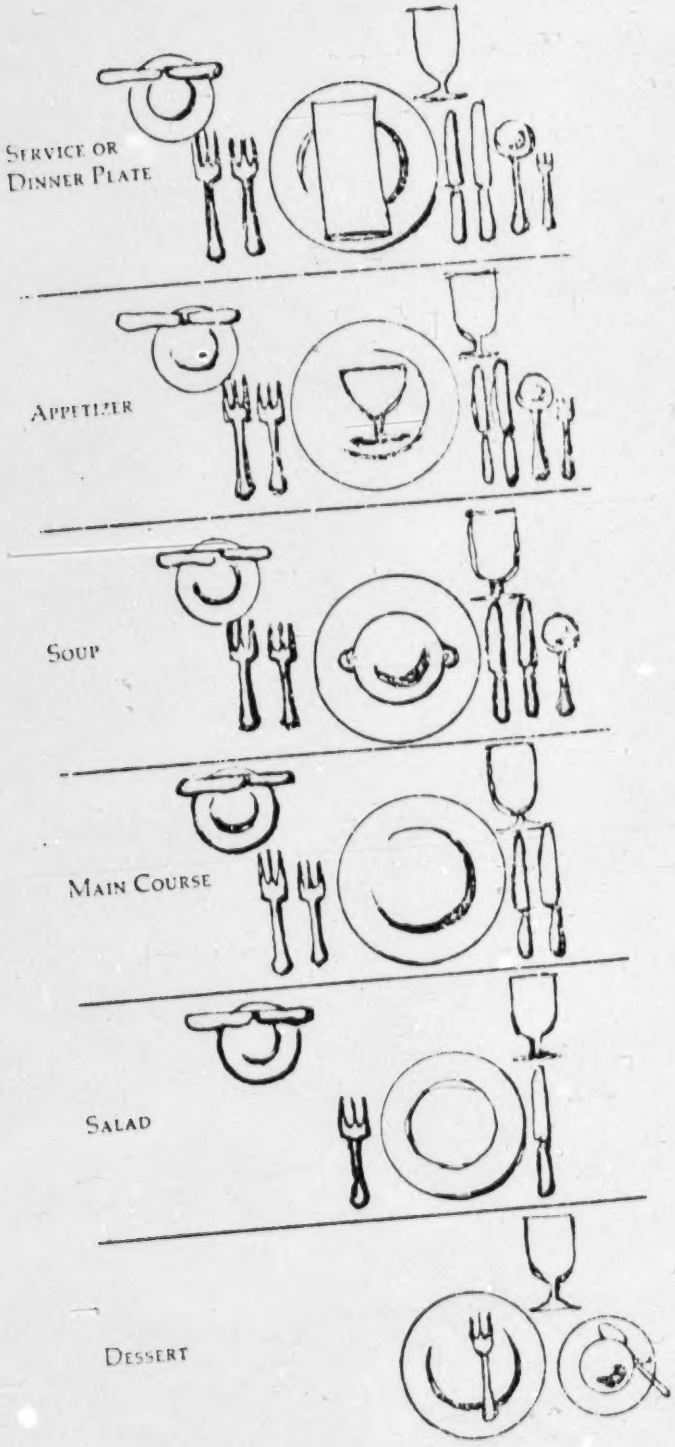


Unfooted beverage set in six sizes: (1) 7½ ounce old-fashioned cocktail; (2) 12 ounce double old-fashioned or other tall drinks (Tom Collins); (3) 12 ounce highball; (4) 9 ounce scotch and soda; (5) 5 ounce whiskey sour or other short cocktail; (6) 1½ ounce jigger (whiskey).



Stemware glasses in 11 sizes: (1) 10 ounce all-purpose glass; (2) 9 ounce high sherbet and wine glass; (3) 7 to 8 ounce low sherbet and wine glass; (4) 6 ounce whiskey sour or pilsner glass; (5) 4 ounce cocktail (martini) glass; (6) 5 ounce claret for red wines; (7) 4 ounce wine (white) or brandy glass; (8) 1 ounce cordial for liqueurs; (9) 4½ ounce sherry glass; (10) 15 ounce luncheon goblet; (11) 5 ounce orange juice or liqueur glass.

TABLE SETTING CHART



WINES AND COCKTAILS

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Appetizer Wines

Foods to serve with them: these wines, being appetizers themselves, do not require food to be served with them. However, they are generally compatible with all appetizer foods. Serve appetizer wines chilled to a temperature of approximately 40-45 degrees.

Types to serve: Sherry, especially dry varieties; Vermouth, both dry and sweet; and the so-called flavored wines.

Red Table Wines

Foods to serve with them: all red meats including steaks, stews, roasts; game, goose, duck; veal and cheese. (White Wine can also be served with the latter two.) Except for Rose, which should be served at 45-50 degrees, serve all other red table wines at 60-70 degrees.

Types to serve: Claret or Cabernet Sauvignon; Burgundy or Pinot Noir; Rose; Beaujolais or Gamay; Red Chianti; and Zinfandel.

White Table Wines

Foods to serve with them: chicken, turkey (red wine also suitable), poultry of all kinds; Fish and shellfish; Ham; Veal (light red wine also goes with veal).

Types to serve: Rhine or Riesling; Graves; Moselle; Pouilly-Fuisse; Pinot Chardonnay or White Burgundy; Chablis; and Sauterne (especially the drier varieties).

Dessert Wines

Foods to serve with them: Fruit, nuts, cakes, some dessert cheeses.

Types to serve: Port, either Ruby or Tawny; White Tokay, Cream or Sweet Sherry; Sweet Madeira; Sauterne (the less dry varieties).

Sparkling Wines

Foods to serve: The sparkling wines are suitable with almost all foods and occasions. Refrigerate one to two hours to chill.

Types to serve: Sparkling Burgundy; Sparkling Rose; Champagnes either gold or pink (Brut is very dry, Sec semi-dry, and Demi-Sec less dry).

After Dinner Wines

Types to serve: Port; Cognac or Brandy; Calvados.

General tips

Sweet wines shouldn't be served with main dishes.
Red wines shouldn't be served with fish.
Red wines and after dinner wines should be served at 60-70 degrees (or what was regarded as "room temperature" before central heating).
Red wines should be uncorked an hour or more before serving.
Let your own taste, not someone else's, be your guide.

A LA (ah lah) - After the style or fashion.

A LA BROCHE (ah lah brōsh) - Cooked on a skewer.

A LA CARTE (ah-lah-cart) - Foods prepared to order; each dish priced separately.

A LA FRANCAISE (ah-lah-frahn-sayz) - In the french manner.

A LA KING - Served in a cream sauce containing green pepper, pimento, and mushrooms.

A LA MODE (ah-lah-mōd') - In America, when applied to desserts, means "with ice cream" or the style of the day.

A LA NORMANDE - Dish with apples and fish.

AMBROSIA (am-brō'-zhia) - Cold dessert of bananas, shredded coconut, and oranges.

AMERICAN FRIED POTATOES - Boiled potatoes, sliced and fried in a frying pan.

ANCHOVEY (an-chō-vi) - Small fish of the herring family.

ANCHOVEY PASTE - Made of anchovey; often spread on crackers.

ANGLAISE SAUCE (on-glaze sauce) - English, bechamel sauce with smothered onions; highly seasoned.

ANTIPASTO (an-tee-pahstoh) - Mixture made of tuna fish, mushrooms and pimento.

APPETIZER - It is usually served as a first course to whet the appetite.

APPLE STRUDEL (apple stroo'-del) - Rolled baked dessert with egg, butter, sugar and cinnamon.

ASPIC (as'-pik) - Clear meat or poultry jelly most often used as a salad.

AU BEURRE ROUR (oh-ber-roo') - With browned butter.

AU GRATIN (oh-grah'-tin) - A term applied to certain dishes prepared with sauce, bread crumbs, and cheese, then baked.

AU JUS (oh-ju') - Served with natural juices or gravy.

AU NATUREL (oh-nah-tu-rel') - Plainly cooked.

BAKED ALASKA - Brick ice cream on cake covered with meringue and oven-browned quickly.

BAKED OYSTERS - Oysters opened, left on the half shell, covered with savory butter and baked or broiled on a bed of rock salt.

BARBECUE - A process of roasting over direct flame.

BAR LE DUC (bahr-le-duke') - Currant jelly.

BAVARIAN CREAM - Gelatin, cream and egg, as dessert.

BEARNAISE - Yellow sauce made of eggs, butter and spices.

BECHAMEL (beh-shah-mell) - White sauce seasoned with onion, spices and carrots.

BEEF A LA MODE - Braised pot roast of beef cooked and served with vegetables.

BEURRE FONDA (ber fonda) - Butter sauce.

BISQUE (bisk) - A rich cream soup usually of shell fish; also a frozen whipped cream dessert with nuts.

BILL OF FARE - The menu: list of food dishes.

BORDELAISE (bor-d-laz') - White or brown sauce containing onions, carrots, celery, tyhme, butter and bay leaves.

BORSCHT (borch) - Original Polish coup made of beef stock, beets, tomatoes, eggs, sugar and seasoning.

BOSTON COFFEE - Half cream and half coffee. The hot coffee is poured into the cream.

BOSTON CREAM PIE - A two-layer sponge cake with thick custard filling.

BOUILLON (bool-yon') - Clear soup made from beef extract may be served hot or cold in jellied form.

BOUILLABAISE (bwoo-yah-bace) - Five or six varieties of fish, cooked together with white wine to make a soup.

BRAISED - Meat is browned first, then cooked slowly in small amount of juice in covered pan.

BRICK CHEESE - Processed American cheddar cheese.

BRIE CHEESE (bree cheese) - Soft, flavorful French cheese.

BROCHETTE (bro-shet') - Meat broiled on a skewer.

BROCCOLI - Italian cabbage; a member of the cauliflower family.

BROILED LOBSTER - Live lobster cut in half, broiled and served with melted butter.

BROWN BETTY - Apple pudding with bread crumbs, spices and sweetenings

BROWN BETTY DELUXE - Brown Betty with whipped or ice cream topping.

BRUNSWICK STEW - Veal or chicken with corn, onion, salt pork, tomatoes, potatoes, beans, etc.

BRUSSELS SPROUTS - A very tiny variety of cabbage.

CABINET PUDDING - Gelatin, milk, eggs, and macaroons in mold with whipped cream.

CAFE AU LAIT (cah-feh-oh-lay) - Coffee served with hot cream.

CAFE NOIR (cah-feh-nwahr) - Clear black coffee.

CANAPE (kan-a-pā) - An appetizer made of fried or toasted bread spread with anchovies or other small savory foods.

CANNELON (kan-ay-lon) - Meat stuffed, rolled up and roasted or braised; also small rolls of rice.

CAPERS - Flower buds and young berries of European Caper which are pickled and used as an ingredient of sauces, salad dressing, etc.

CAPERS SAUCE - A cream sauce of capers.

CARTE DU JOUR (kahrt-du-joor) - Menu of the day.

CAVIAR (kav-i-ar) - Eggs of sturgeon salted and pressed; fish eggs.

CHARLOTTE RUSSE - Thin sponge cake or split lady fingers with sweetened flavored whipped cream.

CHATEAUBRIAND (shah-toh-bree-han') - Thick tenderloin steak served with brown or Spanish sauces, garnished with parsley.

CHATEAU POTATOES (shah-toh) - Cut in finger-shaped pieces and browned in fat.

CHEDDAR CHEESE - Hard, smooth, yellow American cheese.

CHICKEN CHOW MEIN (chicken chou' mān') - Cooked strips of chicken, sliced onions, bamboo sprouts, chestnuts, sliced mushrooms, served with fried Chinese noodles and accompanied by soya sauce.

CHICKEN GUMBO SOUP - Chicken soup to which cooked okra buds and usually rice have been added.

CHICKEN IN THE ROUGH - A method of frying chicken. Fried chicken served in small basket or on plate; shoestring potatoes and hot buttered biscuits served in basket. Also, no silver is served.

CHICKEN PAPRIKA - Chicken braised in butter and cooked with paprika and sour cream.

CHIVE (chiv) - Small onion.

CHOP SUEY - Cubed pork, onion, bamboo sprouts, served with boiled rice and accompanied by soya sauce.

CHOUX PASTE - Cooked paste known as choux paste is made of butter, whole eggs, hot water and flour, and used for the shells of cream puffs and eclairs.

CHUCK - Cut from forequarter of beef carcasses in front of the rib section.

CHUTNEY - A relish, sweet or sour, of fruit or vegetables.

CLUB HOUSE SANDWICH - Three-decker -- chicken, bacon, tomatoes, lettuce, served on white toast garnished with olives.

CLUB STEAK - Small steak without tenderloin.

COBBLER - Sweetened, fresh, or canned fruit topped with a pastry crust and baked.

COCKTAIL - An appetizer; may be juices, solid fruit, shellfish, or alcoholic beverage.

CODDLED EGGS - Cooked in water after it has stopped boiling.

COLE SLAW - Shredded cabbage with sour cream or cooked salad dressing and sometimes seasoned whole mustard and celery seeds.

COLBERT (kol-bear) - Meat stock or glaze, with butter, wine and parsley.

COMBINATION SALAD - Radishes, lettuce, tomatoes, cucumbers, green onions.

COMPOTE (kom-pōt') - Fruit stewed in syrup.

CONSOMME (kon-so-mā) - A light colored clear soup made of meat stock.

CORNED BEEF - Neck or navel pickled in brine.

COTTAGE FRIED POTATOES - Raw potatoes sliced and fried brown in frying pan.

COTTAGE PUDDING - Baked. Milk, butter, sugar, egg. Hot sauce over all.

COUNTRY FRIED CHICKEN - Dipped in flour and fried in fat.

CRAB LOUIS - Large pieces of shelled crab meat garnished with lettuce and tomatoes and served with thousand island dressing or mayonnaise.

CRACKED CRAB - Legs, claws and body meat of hard shelled crabs, cracked and thoroughly shelled; usually accompanied by mayonnaise, a lobster pick or oyster fork should be provided.

CREOLE SAUCE (kray-ol' sauce) - Sauce prepared with green peppers, tomatoes, and onions; also soup and fish a la creole -- same ingredients.

CREPE SUZETTE (krāpe su-zette') - Thin, fried pancake, rolled and served with a rich sauce. Usually burned with liquor.

CROQUETTES (Krō-kets) - Mixture of chopped and cooked foods, shaped, rolled in bread crumbs, and fried in deep fat.

CROUTONS (kroo-tons) - Small cubes of fried or toasted bread served with soup.

CURRIED LAMB - Stewed lamb seasoned with curry powder and served with steamed rice.

CURRY - A highly spiced yellow powder, used as a seasoning.

CUTLET - A small piece of meat, usually veal cut from leg for broiling or frying; or a mixture usually of fish, shaped and cooked like a meat cutlet.

DEEP DISH PIE - A fruit pie with top crust only, baked in a deep dish.

DEL MONICO POTATOES - Cubed or sliced potatoes baked in a cream sauce topped with buttered crumbs and browned in an oven.

DEMITASSE (deh-mee-tahss') - Small cup of strong black coffee, served without cream or sugar.

DENVER SANDWICH - Chopped ham and beaten egg fried, lettuce and olive.

DEVILED - Highly seasoned. Chopped or ground and mixed.

DEVILED CRAB - Crab meat combined with seasonings and cream sauce, topped with buttered crumbs in a shell or in ramekins or casseroles.

DRAWN BUTTER - Melted butter. Drawn butter sauce: butter, flour and salt.

DUCHESSE POTATOES - Mashed potatoes to which cream and beated egg whites are added and forced through pastry tube and browned slightly in hot oven; used as a border for planked dishes.

ECLAIR (e'-klar) - A small oblong pastry filled with custard or whipped cream and ice.

EDAM (ē'-dam) - Red ball of hard, rubbery Dutch cheese.

EGGS A LA GOLDEN ROD - An egg dish made of chopped whites of eggs and a cream sauce poured over toast garnished with chopped egg yolks.

EN BROCHETT (ahn-broh-shet') - Cooked on a skewer.

EN COQUILLE (ahn-kok-keell') - Cooked in the shell.

EN CASSEROLE - Served in the dish in which it is baked.

ENDIVE - Leafy vegetable used in salads.

EN TASSE (ahn-tahs') - Served in a cup.

ENTREE (ahn'-trā) - Meat dishes served before the roast or main meat course. As commonly used in restaurants may include all main dishes.

ENTREMENT - Reference to desserts.

ESPAGNOLE (ays-pahn-yohl) - A brown sauce of butter, flour and meat juice.

FILET (fee-lay) - A boneless loin cut of beef, veal, mutton, or pork, or a boneless strip of fish.

FILET MIGNON (fee-lay mē-nyon') - Tenderloin of beef.

FINNAN HADDIE - A haddock.

FLANKED - May be steak or fish placed on a white oaken plank and broiled under a flame.

FLOATING ISLAND - Soft custard baked with meringue.

FLORENTINE EGGS - Eggs baked with spinach, grated cheese, cream sauce and seasoning.

FRANCONIA POTATOES - Whole boiled new potatoes baked until brown in meat drippings in the oven.

FRANCONIS (OR HOME BROWNED) POTATOES - Raw, baked with a roast.

FRAPPE (frah-pay') - Partly frozen water ice.

FRENCH DRESSING - Salad oil and vinegar or lemon juice and seasoning.

FRENCH FRIED POTATOES - Fried in deep fat.

FRENCH ICE CREAM - Frozen cream and custard.

FRENCH LAMB CHOPS - Rib chop that has had the meat scraped from the bottom of the bone, usually broiled.

FRENCH RAREBIT - Made like a souffle with grated cheese on top.

FRICASSE (free'-kah-say) - Poultry, veal, or lamb cut up, stewed and served with white sauce.

FRIED CRAB - Usually soft shelled crabs dipped in butter and fried in deep fat.

FUMED - Smoked.

GLAZE - Stock boiled down to the thickness of jelly and used to improve the appearance and flavor of braised dishes.

GORGANZOLA - Hard dried spiced Italian cheese.

GOULASH, HUNGARIAN - Chunk of beef simmered with onions, paprika, and other seasonings.

GRENADINE (gre-nah-deen') - Syrup of pomegranates or red currants used in various mixed drinks.

GRUYERE - Swiss type of white cheese packed in individual portions wrapped in foil.

GUMBO - Soup of meat, okra, tomatoes, green peppers and seasoning.

HARD SAUCE - Slightly thickened sauce made with butter, sugar and vanilla.

HASH BROWN POTATOES - Boiled potatoes chopped fine, seasoned, moistened, packed to a depth of about an inch and browned on one side, then turned and browned on the other.

HEALTH SALAD - Carrots, raisins and apples.

HOLLANDAISE SAUCE (hol'-lan-daise') - Yellow sauce made with yolk of egg, butter and lemon juice.

HORS D'OEUVRES (or-durv') - Cracker or toast spread with anchovies, caviar, tiny herring, mushrooms, scallions, sardine paste, and other appetizers. Any tidbit served an as appetizer.

INDIAN PUDDING - Dessert made of corn meal, milk, brown sugar, eggs, raisins, and seasoning. Baked slowly.

IRISH STEW - Lamb, dumplings, carrots, turnips, potatoes, onions, and seasoning.

ITALIENNE (ee-tah-lee-on') - Rich brown sauce made with mushrooms, truffles, ham, tomatoes, and flavoring herbs. Also, garnish with macaroni croquettes and artichoke bottoms fried in oil.

JAMBALAYA (jam-ba-la'-ya) - Rice with onions, tomatoes and shrimp.

JARDINIERE (shar-deenee-air') - Diced, spicy vegetables.

JULIENNE (shu'-lee-en') - Potatoes cut in long slices thinner than French fried and served very crisp. Soup: clear soup with chopped vegetables. Vegetables: cut in long slices.

NEWBERG - Served in a rich wine sauce of egg yolk and cream, flavored with shrimp.

LATTICE POTATOES - Cut thin on a special cutter in lattice shape and fried crisp in deep fat.

LIEDERKRANZ (le'-der-krants') - Soft rich cream cheese of the camembert type and highly flavored.

LIMBURGER - Soft rich odorous cheese.

LOBSTER A LA NEWBERG - Pieces of lobster meat served in a sauce made with cream thickened with egg yolks flavored with sherry wine.

LOBSTER THERMIDOR - Lobster meat combined with cream, seasonings and fresh sliced mushrooms stuffed back into the shell covered with buttered crumbs and browned in the oven.

LYONNAISE POTATOES (li'-u-naz' potatoes) - Sliced and fried with onion.

MACEDOINS (mas-a-dwan) - Mixture of cut or small cooked vegetables served in a salad, cocktail, in a jellied dessert, or in a sauce.

MAITRE D'HOTEL (mai-tre-doh-tel') - Head of catering department, head of food service.

MARGUERY - A sauce of mussels, shrimp, fish or chicken and yolks of eggs, butter and seasoning.

MARINADE - A mixture of vinegar and spices; salads are often prepared with this dressing.

MAYONNAISE - Salad dressing of egg, oil and vinegar or lemon juice.

MEAT ROLL - Ground seasoned meat spread on a layer of biscuit dough, rolled, sliced and baked.

MELBA TOAST - A thin slice of unleavened dry bread toasted slowly and very crisp.

MERINGUE (may-ran-g') - A baked dessert made of whites of eggs and sugar or the topping of pastry.

MERINGUE CHANTILLY (may-ran-g' shahn-tee-ee') - Meringue shells stuffed with whipped cream.

MILANAISE - Spaghetti or macaroni served with tomato sauce or a pink sauce made of white sauce and tomato.

MINESTRONE - Typical Italian soup made of beef stock and vegetables to which macaroni is added and served in a tureen or warmite.

MINTALADE - A minted pineapple sauce served over sherbert.

MOCK TURTLE SOUP - Veal, calf's head, spices.

MONGOL SOUP - Tomatoes, split peas, Julienne vegetables.

MONGALESE SOUP - Beef extract, cheese, vegetables and spaghetti.

MORNAY (mor-nây') - Bechamel with mushroom sauce, cream, and Parmesian cheese.

MOUSSE (moos) - Frozen dessert of whipped cream, flavoring and sweetening.

MOUSSELINE (moos-se-lēn') - White sauce; Hollandaise lengthened with whipped cream or cold mayonnaise.

MUENSTER - Semi-hard German loaf cheese.

MULLIGATAWNY (mull-ee-ga-tawnee) - Veal, onions, carrots, tomatoes, peppers, curry powder.

NEOPOLITAN ICE CREAM - Bricks in three kinds of colors or layers.

NESSELRODE (nes-sel-rōde) - A frozen pudding of chestnuts, fruit and cream.

NEUFSHATÊL - Milk, soft white cream cheese originally made in France.

NEWBURG - Cream sauce flavored with sherry and thickened with egg yolks.

NEW ENGLAND BOILED DINNER - Corn beef and cabbage, potatoes, turnips and beets.

O'BRIEN - With green pepper.

O'BRIEN POTATOES - Cooked cut in slices, fried with green peppers and onions.

OEUF (uf) - Egg.

OLD ENGLISH APPLE PIE - Deep dish apple pie.

OMELET - Puffy egg mixture, folded and filled with cheese, meats or other seasonings.

ONION SOUP - French stock soup -- highly flavored with sliced onions and usually served with toasted French bread and grated Parmesian cheese.

OXTAIL SOUP - Beef stock and vegetable soup served with short links of the "oxtail" in the broth.

OYSTER ON THE HALF SHELL - Opened raw oysters usually served on a bed of cracked ice and accompanied by lemon and tobasco sauce or horseradish.

PAPILLOTE (pap'-il-lot) - Paper -- chicken and fish cooked and baked in paper and left in paper to serve.

PARESIAN POTATOES - Potato balls fried in deep fat and sprinkled with finely chopped parsley and paprika.

PARFAIT (par-fây') - Frozen dessert of syrup, beaten eggs, whipped cream, and flavoring.

PARMESIAN (par'-me-zan') - Hard dry sharp Italian cheese usually grated and served with minestrone and Italian spaghetti and used in cooking for topping cheese flavored dishes.

PEACH MELBA - Ice cream on half peach with raspberry sauce.

PEPPER POT SOUP - Traditional Philadelphia soup made with tripe salt pork, vegetables and spices.

PERFECTION SALAD - Fruits or vegetables molded in jello.

PERSLEY - Springed with parsley.

PETITS FOURS (pe-tee-foor') - Small fancy cakes.

PHILADELPHIA CREAM CHEESE - Soft cheese from the White American cream.

PINCESSE - With asparagus tips.

PINEAPPLE CREAM DRESSING - Mayonnaise, chopped pineapple and cheese.

PIQUANT (pe-kant') - Flavored, highly seasoned.

POACHING - Cooking over gently boiling water.

PORTER HOUSE STEAK - Center loin steak with section of tenderloin.

POTATO CAKES - Cold mashed potatoes formed into cakes and browned on both sides.

POULET (poo-lay') - Chicken.

PRALINE (pra'-lene) - Southern candy of pecans, maple sugar or syrup and cream.

PRIME RIBS - Forequarter of beef; last six ribs.

PRINTANIERE (pran-tah-nee-air') - Spring; may be used to describe service with fresh vegetables.

PROVINCIAL - Prepared with a gravy made of herbs, shallots, mushrooms, and meat stock.

PUREE (pu-ray) - Pulp or paste of vegetable or fruit; also, thick soup.

RAGOUT (rah-goo) - Thick savory stew of highly seasoned meat.

RAVIGOTE - Green sauce. Mayonnaise, French mustard, chopped eggs, herbs and anchovies.

RISSOLEE (ree-soh-lay') - Browned.

ROCKEFELLER - Oysters on half shell with sauce of onion, celery, bread, and seasoning, and browned on a bed of rock salt under a flame.

ROQUEFORT CHEESE (rōke-furt cheese) - Semi-hard white crumbly, streaked with green mold.

ROQUEFORT DRESSING - French dressing with roquefort cheese and onion sauce.

ROULADE OF BEEF - Rolled seasoned round or flank steak tied into shape, braised and then sliced.

ROUND STEAK - Cut from the top round or upper part of the hind leg and used for Swiss steak or pan-fried steak.

RUSSIAN DRESSING - Mayonnaise, lemon juice, chili sauce, worcestershire and chopped pimento.

RYE-KRISP - A thin rye cracker.

SAUTE (sha-tay') - Fried in a small amount of fat.

SALISBURY STEAK - Ground beef seasoned and formed into a steak and fried or broiled.

SCALLOPED - Vegetables baked in cream.

SCHRODE - A small catfish.

SCOTCH BROTH - Lamb or mutton, barley, carrots, onions, etc.

SCRAPPLE - Meat from hogshead mixed with corn meal and fried.

SHIRRED EGGS - Baked in an oven in a casserole.

SHOESTRING POTATOES - Cut in long narrow strips and fried in deep fat.

SIRLOIN STEAK - Cut from largest portion of the loin in front of the hipbone and usually cut into individual servings.

SIZZLER - An aluminum platter; steaks are served this way.

SMOTHERED CHICKEN - Young chicken dredged with seasoned flour and cooked slowly in a covered pan in the oven with the use of a little liquid.

SOFT SHELLED CRAB - Crabs caught just at the time they have shed their shells; served broiled or fried usually accompanied by tartar sauce.

SOLE - A flat white fish; flounder is usually served in the United States.

SOUBISE - Made of stock, sliced onions and cream.

SOUFFLE (soo-flay') - Light, puffed; a light egg mixture served as an entree or sometimes when whitened, as a dessert.

SPUMONE (spôô-mô'-na) - Chilled Italian puddings of custard variety.

SQUAB - A young pigeon.

STILTON CHEESE - A spicy cheese, rather hard and has blue streaks through it (English).

STRAWBERRY FOOL - A dessert made of strained strawberries and sweetened cream. May be other fruits, too.

SUCCOTASH - Lima beans and corn.

SUPREME - White sauce, broth and thin cream.

SWEETBREADS - Thymus glands of calf or lamb baked or fried, usually served with rice.

SWISS CHEESE - Firm, mild white cheese characterized by large holes; served regularly with rye bread and in sandwiches.

SWISS STEAK - Braised round steak served in its own thickened gravy.

TABLE D'HOTE - (tahbl-dôht') - Fixed priced meal.

TARTAR SAUCE - Mayonnaise beaten with green onions, chives and sour pickles.

T-BONE STEAK - Small steak cut from the small end of the loin and distinguished by a T-shaped bone.

TENDERLOIN - Cut from boneless tenderloin section lying along backbone of carcass.

TERRAPIN - Fresh water turtle, Maryland style; pickled and served with supreme sauce. Baltimore style; with Madeira sauce.

THERMIDOR (ther'-mi-dor) - Lobster or other meat cooked with white wine, egg yolk, and white sauce served in shell.

THOUSAND ISLAND DRESSING - Mayonnaise to which are added chili sauce, chopped sweet pickles, onions, vinegar seasoning.

TIMBALE (tam'-bahl) - Shell of pastry made on a mold.

TOAST CUP - A slice of bread fitted into a muffin tin.

TUTTI FRUTTI - Mixture of fruits and nuts.

VINAIGARETTE SAUCE (vin-ai-grette' sauce) - Oil, herbs, vinegar, chopped hard-boiled eggs, and pickles.

VEAL CUTLET - Individual portion of veal steak breaded and fried.

VOL-AU-VENT (vohl-au-vahn') - A puff-paste enclosing a delicate minced meat.

VEAL BIRDS - A slice of veal filled with dressing, rolled and held together with toothpicks, cooked in cupboard casserole.

VELOUTE (ver-loo-teh) - White sauce made of white sauce and cream and delicately seasoned.

WALDORF SALAD - Diced apples and celery garnished with chopped English walnuts and combined with cooked dressing or creamed mayonnaise.

WELSH RABBIT - Cooked cheese, butter, beer, eggs flavored with worcestershire sauce and spices.

WEINER SCHNITZEL (we'-ner shnet'-zel) - Breaded veal cutlet served with anchove filet and slice of lemon. A la Holstein with poached egg on top.

YORKSHIRE - Rabbit on toast points with bacon.

YORKSHIRE BOOK - Welsh rabbit served with chopped egg and bacon.

SUGGESTIONS FOR A LIMITED DIET

RESTRICTED IN THE USE:	SUGGEST:
Sugar	Fresh frozen pineapple Berries or peaches in season Melon in season Orange segments Deserta Jello (saccharine) Half grapefruit broiled
Eggs	Roasted or broiled meats Smothered steak Smothered chops All vegetables, all fruits French dressing instead of mayonnaise Ice cream instead of custard
Milk	Consommé or vegetable soup Roast Chicken, roast beef, natural juices Brown potatoes (around roast) smothered steaks or chops Grilled meats and vegetables (no butter) Salads with French dressing
Wheat	Rye crisp, potato soup Soya crackers, consommé, or vegetable soup Roasted meats in natural juices, eggs Green vegetables, salads with french dressing Fresh fruits, baked apple, fruit sherbert Ice cream.

SUGGESTIONS FOR CALORIE COUNTERS

Melba toast
Rye crisp
Whole wheat bread
Broccoli, cabbage, green beans, or spinach
Jello
Roasted or broiled meats
Eggs
Salads of vegetables or citrus fruits, wedge of lemon
Celery, tomato, radish, or onion

Never suggest olives, pickles, catsup, steak sauces, or any other condiments to Calorie Counters.

A person with heart trouble will guard against fried foods, butter, cream, rich desserts. The suggestions for Calorie Counters would apply to him as well.

BEST COPY AVAILABLE

Pool Party Buffet

(Cold Food Only)

Inedible Centerpiece

Swimming Pool carved from tallow, tallow figures in bikinis

Floral Arrangements

Cold Seafood Platters

Whole Salmon Display with Fishing Scene, made from truffles

Lobster Salad Rhode Island — *Shrimp Mold (Piece Montee)*

Nymphen Tights at Dawn (chaud froid dipped froglegs around ice pyramid)

Tuna Salad with Stuffed Eggs

Cold Meat Platters

Virginia Ham Chaud Froid, with floral design — *Cold Roast Duckling A l' Orange*

Cold Roast Beef with Chopped Aspic, Radishes — *Cold Roast Fresh Ham with Gherkins*

Chicken Liver Pate in Aspic — *Cold Roast Capon Moderne*

Salads

German Potato Salad — *Chicory Salad* — *Austrian Cucumber Salad*

Russian Salad — *Macaroni Salad with Green Peppers*

Egg Salad with Smoked Salmon and Asparagus — *Tomato Salad*

Desserts

Fresh Fruit — *Strawberry Short Cake* — *Assorted Breads*

HAWAIIAN BUFFET

Inedible Centerpieces

Totem Pole of tallow, about 4 ft. high

Hawaiian Islands, replica in wax and tallow

Tiki Head, wood

Outrigger, ice carving

Flower Kahilis, substitute other flowers if unobtainable

Ti Leaves on Table or Banana Leaves

Appetizers

Lomi Lomi Salmon

Pineapple Carrot Salad

Rumakis

Smoked Salmon in Coconut Shells with Cream Cheese and Pineapple Chunks

Raw Shrimp with Poi

Cold Platters

Ham with Chaud Froid Coating and Hula Girl, Hawaiian Seal or Tropical Seascape, modeled from Sweet Potatoes

Pineapple Carvings: Bird Houses, Stands, Carts filled with Fruit Salad

Watermelon made into Outrigger, sliced smoked ham inside

Turkey made into a Tiki Head, modeled from Sweet Potato

Pineapple Sticks with Maraschino Cherries

Roast Suckling Pig with Pineapple Stuffing, on plank, carved at table

Hot Foods

Polynesian Chicken (cooked in coconut milk)

Sweet and Sour Spareribs

Crabmeat Papeete

Hawaiian Sticks

Poi or Fried Rice

Beef with Black Beans

Desserts

Coconut Pudding

Banana Muffins

Pineapple Upside Down Cake

Polynesian Specialties for Table of Hot and Cold Appetizers Especially Suitable for Cocktail Buffet

Barbecued Spareribs

Pineapple Chunks with Cubed Ham

Curried Chicken Croquettes with Shredded Coconut

Stuffed Mushrooms with Rice and Orange Segments

Barbecued Fried Shrimp

Meat filled Cabbage or Grape Leaves

Deep-Fried Bananas, Cut in Fourths

Duckling Tidbits to Dip in Orange Sauce

Marinated Lamb Shaslik with Pineapple Chunks

Chicken Livers and Kumquat Rolled in Bacon, Sweet Sour Sauce

Curried King Crabmeat Rolled in Pancake

Barbecued Meat Balls, Sweet Sour Sauce

Foo Yong Egg Fritters

Waldorf Salad in Coconut Shells

Bananas Stuffed with Fruit-Nut Mixture

Half Pineapples Filled with Fresh Fruit and Topped with Shredded Coconut

A SAMPLE RESUME

Name: *Brown, John* Marital Status: *Single*
Address: *100 Maple Ave. Bayview, Ohio*
Telephone: *PE 1-3700* Age. *21*

Education: *Graduate* ..... (Business or Trade School)
Graduate (or indicate how many years attended) .... University
Graduate .....(High School)

Service Record: *Entered Service* .....
Honorably discharged .....
Rank .....
Branch of Service .....

Work experience: ..... (List most recent job first.
..... Indicate part-time posi-
..... tions where necessary)
.....

Occupational Goals:

It is my desire to obtain a full time position as _____. During my training with the _____ School, I received award(s) for _____ and _____. Pertinent skills I can offer are _____ and _____ _____.

My main interests in high school were _____ and _____ _____. In fact, I was able to work part-time at _____ as a result of having them.

I plan to marry this coming June, and have made arrangements to rent an apartment in the city.

I would like to be employed by your firm because it is a growing concern and offers me the type of job I would most enjoy, that of _____. If there are no openings in this area at the present time, I would be happy to serve in the capacity of _____ until I have proven myself.

References: ..... (List in same order as jobs
..... held)
.....